

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 06-013

To: Charter School Operators, Charter School Sponsors, Charter Business Managers,
Charter Principals & Administrators, and All Charter Schools

From: Philip Williams
Deputy Associate Superintendent of School Finance

Date: September 7, 2005

Subject: September Revised Estimated Student Count for Fiscal Year 2005-2006

Per §A.R.S. 15-185(B)(2) the student count of a charter school shall be determined initially using an estimated student count based on the actual registration of pupils. To reiterate, the pupils must be actually enrolled AND in attendance at the school.

The September 16, 2005 student list, to be known as the September Revised Estimated Student Count, will be the funding basis for the October and/or November payments if all of the charter schools under any given charter holder have not reached the 40th day requirement of 40 days in session plus 12 ADE business days on or before the end of either given month. If all of the charter schools under a given charter holder have reached the 40th day requirement, payment in October and/or November will be based strictly on the actual 40th day data as housed in the Student Accountability Information System, (SAIS), as of September 30, 2005, and/or October 31, 2005, respective to the scheduled payment.

For those charters that have not reached the 40th day requirement as detailed above, the September 16, 2005 student list will become the basis for funding until the reporting requirement has been reached. This list is the final estimated student count, based on the data submitted by each charter site utilizing the *Charter Estimated Counts* on-line application on or before the 5:00pm due date of September 16, 2005. NOTE: access to the on-line application will be terminated as of September 16, 2005 for the remainder of the fiscal year.

On Monday, September 19, 2005, a preliminary summary of the final estimated student count, the *Charter School September Enrollment Summary*, will be posted to each charter school's home page on the ADE website. It is the responsibility of each charter to carefully review this summary along with the student list available per the on-line application. The charter must contact Karla Dunn before Friday, September 23, 2005 to address any estimated count reporting errors or inaccuracies. **The final *Charter School September Enrollment Summary* will be posted to each charter school's home page on the ADE website on Monday, September 26, 2005. Therefore, no consideration will be given to estimate student count data after September 23, 2005.**

If you have any questions, please contact Karla Dunn via e-mail at kdunn@ade.az.gov.